



THE CORPORATION OF THE TOWNSHIP OF PERRY

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Citizen of the Year Award

1.0 POLICY

In partnership with the Emsdale Lions Club (District A-12), the Council of the Township of Perry has established the Citizen of the Year Award to celebrate nominees worthy of recognition for exceptional contributions and/or achievements who contribute and are truly dedicated to improving the quality of life within our communities.

This policy gives guidance to the Citizen of the Year Selection Committee, Council, Staff, and applicants on the principles and procedures to be used when administering the nominations for the Citizen of the Year Award.

2.0 DEFINITIONS

2.1 Citizen of the Year Selection Committee (Selection Committee): will consist of a total of 3 voting members and will be composed of the following members (or a combination of):

- two (2) active or retired members of the Emsdale Lions Club
- one (1) current member of Council
- one (1) Municipal Staff Lead (not a voting member)

2.2 Citizen of the Year: is an individual or group who has displayed continued dedication and perseverance that has ultimately benefitted and improved the quality of life of the residents of Perry Township.

2.3 Municipal Staff Lead: will be the Deputy Clerk, or designate, of the Township of Perry.

3.0 ELIGIBILITY

3.1 To be eligible to receive the Citizen of the Year Award, the Nominee:

- Should be at least 18 years of age, but youth nominations will be accepted;
- Must be nominated, self-nominations are not accepted;
- Has not received the Citizen of the Year Award in the past (yearly nominations are acceptable up to and until the nominee is the recipient of the Award);
- Must be a resident of Perry. Nominations from the communities of Huntsville, Kearney, Burk's Falls, Katrine, or Sprucedale, will be considered if its demonstrated they have *significantly* contributed to the betterment of Perry;
- Has not received payment for their volunteer work or performed the services as part of their regular business or professional duties;
- Has made exceptional contributions and/or achievements that enrich the lives of the residents of Perry.

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3.2 Posthumous nominations are eligible provided it meets the Criteria.

3.3 Members of the Selection Committee and Council are not eligible to receive this Award while they are active members on the Committee or Council.

3.4 Nominators are not required to be a resident of the Township of Perry.

4.0 NOMINATION PERIOD

4.1 The Nomination Period for the Citizen of the Year Award will open as soon as practical after February 1st and shall remain open until April 15th, with nominations received for the calendar year prior.

4.2 Nomination submissions received past the deadline will not be accepted.

4.3 Notice of the Call for Nominations will be posted on the Township's website, Facebook Page, and posted in prominent locations throughout the community (e.g. Municipal Office, Public Library, etc.). All administration timelines will be set on an annual basis and coordinated by the Staff Lead in conjunction with the Selection Committee.

4.4 In the event there are no nominations received, Council may extend the nomination period for one (1) additional month, award a recipient not nominated but who meets the eligibility and criteria, or withhold the award for that particular year.

5.0 SELECTION PROCESS

5.1 Within two (2) weeks of the close of nominations, the Municipal Staff Lead will call the Selection Committee Meeting. The Municipal Staff Lead will notify all nominators that selection deliberations have commenced once the meeting date has been set.

5.2 The Municipal Staff Lead will provide all nominations received to the Committee at the initial meeting for review and consideration. If required, up to two (2) additional meetings may be called until a selection is made.

5.3 Subsequent to the review, each member of the Committee shall make a first, second, and third rank from the nominations. Discussions on the merits of each Nominee will occur to build consensus. The Committee will vote to ensure majority support.

5.4 The selection process shall be completed no later than the last day of May. The recommended nominee, with Committees reasonings for its decision, will be provided to Council through the Municipal Staff Lead.

5.5 The Municipal Staff Lead shall prepare a report for in-camera session at an available Regular Council Meeting. The report shall include the recommended Nominee's name,

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criteria eligibility, and the Committees reasonings. The staff report shall also include the list of all other eligible nominations received but not chosen.

5.6 Council will review the recommended Nominee and consider its support for said Nominee. It is at full Council discretion to support the recommended Nominee or approve a separate eligible Nominee not recommended by the Committee.

5.7 Council support and decision on the Nominee shall be completed no later than the last day of June.

6.0 SELECTION CRITERIA

6.1 The Selection Committee will review all eligible nominations and will consider:

- Their volunteerism / length of service with a group or organization;
- Their demonstration of civic mindedness;
- The benefits of their contributions to the community;
- How influential they are in their community;
- How they inspire others to believe in themselves or think big;
- How they encourage action within their community;
- The level they engage the community in cultural or artistic projects;
- Overall leadership, creativity, and innovation.

7.0 NOTIFICATION TO AWARD RECIPIENT

7.1 The Municipal Staff Lead will notify the Award recipient and the nominator within five (5) business days of Council's decision by telephone, email, or regular mail.

7.2 The Award will be presented by Council at a regularly scheduled Council meeting no later than the last day of July.

8.0 ATTACHMENT(S)

Schedule "A" – Citizen of the Year Award Nomination Form

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